



## ARIZONA WESTERN COLLEGE

### EDUCATIONAL GROWTH

#### CLASSIFIED AND PROFESSIONAL / ADMINISTRATIVE EMPLOYEES

- PURPOSE:** Continued education directly related to a classified or professional/administrative employee benefits Arizona Western College and the employee. To promote and foster such educational growth, the College will provide Educational Growth Credits (EGC) for classified and professional/administrative employees.
- SCOPE:** EGC may be earned by any full-time classified or professional/administrative employee with prior approval from the immediate supervisor and the College Officer or designee for Educational Growth activities that are directly related to the employee's area of principal assignment completed after July 1, 1988.
- PROCEDURE:** A Request for EGC must be completed by the employee prior to enrollment and submitted to the immediate supervisor and College Officer or designee for final approval. Each Request will be evaluated prior to approval to verify that the selected course of study clearly relates to the employee's area of principal assignment and that completion of the requested course or seminar will enhance the employee's job knowledge and performance. EGC will be granted only for college coursework resulting in academic credit at a grade of C or better. EGC will not be granted for In-Service Workshops. A copy of the signed Request for EGC will be held in the Human Resources Office.
- Prior to June 1 and/or November 1, the employee must provide the Human Resources Office with:
- An official transcript of the college course(s) showing a grade of C or above, OR
  - Certification showing satisfactory completion of the workshop or seminar with supporting materials documenting seat time when the workshop or seminar does not result in academic credit (Seat time of 15 Carnegie hours equals 1 credit hour). Credit for workshops or seminars may be accumulated until one credit hour is attained, OR
  - An official grade report and a copy of the request for official transcript.
- Salary adjustment to the base salary:**
1. **For classified employees:** \$.03 per hour in base pay for each credit hour earned for EGC will be made twice annually effective July 1 and beginning the first pay period after January 1. Credit earned during the period ending May 31 will be compensated effective July 1 through recomputation of the employee's new hourly rate and the preparation of a revised Request for Approval to Hire/Change showing the adjusted rate. Credit earned during the period ending October 31 will be compensated effective the beginning of the first pay period after January 1 through the recomputation of the employee's hourly rate and the preparation of a revised Advice for Employment showing the adjusted rate.
  2. **For professional/administrative employees:** of \$60 for each credit hour earned for EGC will be made on a fiscal year basis. Credit earned during any fiscal year will be compensated in the following fiscal year through addition of the EGC to the employee's July 1 contractual salary.
  3. **For both classified and professional/administrative employees:** A one-time incentive award of \$500 will be granted for earning a pre-approved degree higher than the current degree.



## REQUEST FOR EDUCATIONAL GROWTH CREDITS

### Applicant Information

Employee Name: \_\_\_\_\_ Employee ID#: \_\_\_\_\_

Job Title: \_\_\_\_\_ Department: \_\_\_\_\_

Classified Employee  Professional/Administrative

**Procedure:**

- Requested course(s) must relate to the employee’s area of principal assignment and the completion of the course will enhance the employee’s job performance.
- This Request for Educational Growth Credits (EGC) must be completed by the employee prior to enrollment and submitted to the immediate supervisor for approval.
- Employee must provide proof of successful completion of credits(s) requested.
- Fail to comply with the procedure may result in the revocation of the request.

\_\_\_\_\_ *I have read and agree to comply with the procedure herein.*

Initials

Current Degree Status:  High School  AA/AS  BA/BS  MA/MS  Doctorate

Seminar/Course title	Degree Program	University/Institution	Credit hours	Enrollment Date	Class Schedule

### Supervisor / College Officer Approval

I agree the requested Educational Growth activity is related to the duties this employee is currently performing or prospective duties of a position to which this employee would reasonably be promoted.

\_\_\_\_\_  
Supervisor Signature Date

\_\_\_\_\_  
College Officer Date

### Human Resources Verification

I have verified that the employee is eligible for Educational Growth Credit(s).

\_\_\_\_\_  
Human Resources Signature

\_\_\_\_\_  
Human Resources Reviewer

\_\_\_\_\_  
Date